

UAP FACULTY-LED TRAVEL PROGRAM PROPOSAL CHECKLIST



University Academic Programs has established a formal proposal process for faculty members wishing to lead a faculty-led travel course. Interested faculty members will need to submit the program proposal form and estimate budget for the respective term they would like to propose a program. The proposal form and estimated budget template should be completed by the stated proposal deadlines (below); faculty members are encouraged to work with the UAP Assistant Director in order to complete these items.

- Meet with UAP Assistant Director to discuss course proposal process and policies
- Meet with department chair(s) (both departments if cross-listing) to discuss course proposal
- Submit course proposal and estimate budget via Qualtrics to UAP (*see interterm website*)
- Submit program proposal to DU Passport for risk management review (*intl. courses only*)
- Wait to hear from UAP for course approval or revisions
- Contact at least 2 education program providers as necessary for program bids (*intl. courses only*)
- First-time faculty members: attend International Program Leader Workshop from International Risk Management Analyst (*Intl. courses only*)
- Finalize budget with UAP Assistant Director
- Schedule at least 2 information sessions for course
- Obtain contract(s) from education vendor and submit to UAP Assistant Director for contracts/procurement process
- Meet with UAP Assistant Director to walk through student approval process
- Begin approving student applications
- Schedule pre-departure meeting for enrolled students in conjunction with International Risk Management Analyst (*intl. courses only*)
- Schedule one-on-one training/meeting with UAP Program Coordinator to walk through Pioneer Travel and Expense
- Request travel advance, if applicable (avoid when possible)
- Schedule one-on-one training/meeting with UAP Program Coordinator to reconcile any remaining expenses in Pioneer Travel and Expense

PROGRAM PROPOSAL DEADLINES

SUMMER TERM	WINTER INTERTERM	SPRING INTERTERM
AUGUST 1	FEBRUARY 1	MAY 1

UNIVERSITY ACADEMIC PROGRAMS

